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ABSTRACT

This document presents information on the Alternate Route to Certification (ARC) program, which prepares talented people from outside of education to enter teaching. It has been offered since 1988 by the Connecticut Department of Higher Education. ARC prepares aspiring teachers by: providing intensive non-credit preparation in teaching methods and in the essential skills required to teach in Connecticut public schools; affirming teacher candidates' command of their subject areas; and considering issues central to pubic education (professionalism, changing student populations, and school administration). ARC offers certification preparation in 15 fields. This document provides the following 10 sections: (1) "Overview"; (2) "Admission Qualifications"; (3) "Certification Requirements for ARC Candidates"; (4) "Testing Requirements for Connecticut Certification" (Praxis I Pre-Professional Skills Test, Praxis II Subject Matter Examination, and ACTFL Language Testing); (5) "Waivers"; (6) "Foreign Credential Review"; (7) "Certification Post-ARC"; (8) "Program Costs and Financial Assistance"; (9) "Key Dates"; and (10) "Helpful Resources and Contact Information." (SM)

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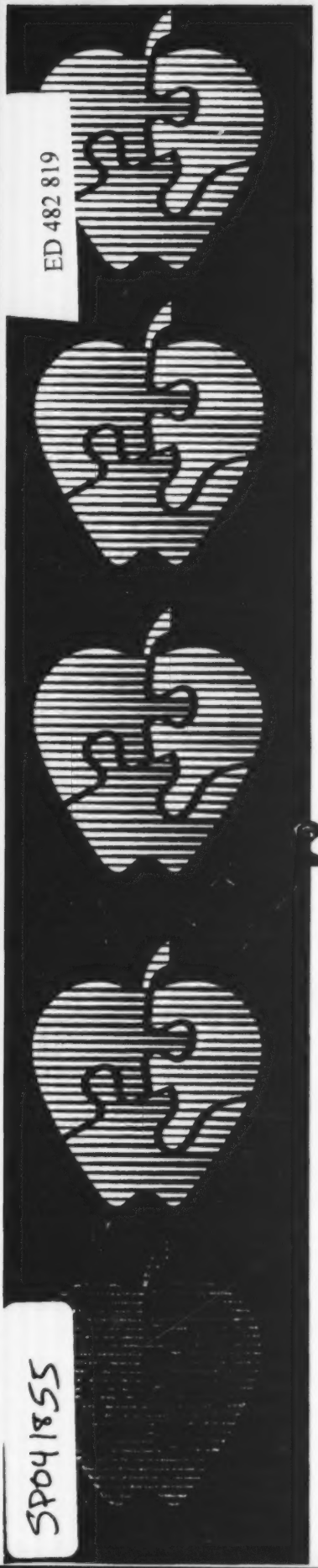

The Alternate Route to Certification

Program Information and Application 2004

Board of Governors for Higher Education
Department of Higher Education • State of Connecticut

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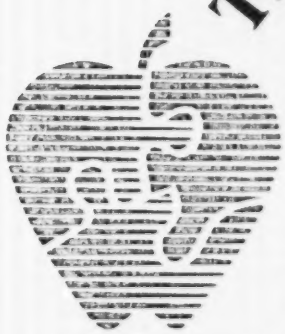
The Alternate Route to Certification



The ARC Program

Welcome to ARC...

I. Overview

Welcome to the Alternate Route to Certification! ARC, as it's conventionally known, prepares talented individuals from fields outside of education to enter teaching. An innovative and exciting program, ARC has been offered since 1988 by the Connecticut Department of Higher Education.

ARC is for professionals from diverse backgrounds such as industry, government and the military or human services who wish to change careers. ARC candidates come from a vast array of professions such as architecture, medicine, engineering, business, law and the professional arts. Many have worked as substitute teachers, or have taught in private schools or colleges and have entered the ARC Program to gain certification to teach in Connecticut public schools.

Over its 15 year history, ARC has prepared more than 2,664 persons for teaching. The typical ARC candidate is 38 years old, has one or more graduate degrees and holds various academic and professional honors. ARC teachers bring cultural experience and diversity to classrooms. Several have gone on to receive distinguished awards for teaching such as "Teacher of the Year" and the Milken Foundation Award for "Excellence in Teaching." Others have assumed administrative roles after many years of exceptional teaching.

ARC prepares aspiring teachers by:

- providing intensive non-credit preparation in teaching methods and in the essential skills required to teach in Connecticut public schools, based on the Common Core of Teaching and Connecticut's Curriculum Frameworks,
- affirming the teacher candidate's command of his or her subject area, and
- considering issues central to public education, including professionalism, changing student populations and school administration.

The ARC Program is demanding. Students are expected to attain the highest professional standards. Faculty are exemplary teachers and scholars from Connecticut public schools, colleges and universities. Using an interdisciplinary approach, students and faculty explore such topics as human growth and development, cultural diversity, the historical and philosophical foundations of education, urban and multicultural education, classroom management, educational technology and special education. Studies also include methods, student teaching and materials relevant to specific teaching fields.

ARC offers certification preparation in 15 fields. Two major sessions – a full-time summer program known as ARC I, and a part-time program during the academic year known as ARC II – are conducted at various locations in Connecticut. Decisions regarding program offerings at each site are based on approval by the Connecticut State Department of Education and on enrollment and geographic considerations. ARC makes every effort to place candidates at convenient sites but cannot guarantee that all areas of certification will be offered at each location.

ARC prepares candidates to teach the following:

- **Grades K-6** bilingual education (pending legislative approval);
- **Grades Pre-K-12** art, bilingual education, family and consumer science, music, technology education and world languages;
- **Middle Grades 4-8** English, history/social studies, general science and mathematics; and
- **Secondary Grades 7-12** English, history/social studies, mathematics and science (biology, general science, chemistry, earth science and physics).

This chart explains the major differences between ARC I and ARC II.

	ARC I	ARC II
Schedule	Mid-June to early August Monday-Friday, 8:00 a.m. - 4:00 p.m.	Mid-October to early May Three weekends each month Fridays 6:00 p.m. – 9:00 p.m. and Saturdays 8:00 a.m. – 4:00 p.m.
Program Locations (subject to change)	(1) Greater Hartford (2) New Haven (3) Bridgeport	Middlesex Community College, Middletown
Certification Fields (subject to change)	**K-6** bilingual education (pending legislative approval) **Pre-K-12** art (1,3), music (1), world languages (1,2) **Middle Grades 4-8** English (1,3), general science (1), history/social studies (1), mathematics (1,3) **Secondary 7-12** biology/general science (1,2), English (1,3), history/social studies (1), mathematics (1,2), physical sciences (chemistry, earth science and physics) (1,3)	**Pre-K-12** family and consumer science, music, world languages, technology education **Secondary 7-12** biology/general science, mathematics, physical sciences (chemistry, physics and earth science)

II. Admission Qualifications

Admission to ARC is highly competitive with only a quarter of all applicants admitted on average each year.

To be considered for admission you need:

- A minimum of a bachelor's degree from an accredited institution with a major in, or closely related to, your intended teaching field. Applicants must have the college semester hours of content instruction required for certification by the Connecticut State Department of Education as described on pages 5-6.
- A minimum grade point average of "B" (3.00 on a 4.00 scale) in undergraduate studies, or the same average in at least 24 semester hours of graduate study.
- A passing score on the Praxis I PPST (the state-mandated skills exam) or a waiver. Candidates for bilingual certification or native speakers of languages other than English who are seeking certification in a world language also must pass the "Oral Proficiency Interview" (OPI), a test administered by the American Council on the Teaching of Foreign Languages (ACTFL).
- Experience with children in the age group you wish to teach.
- A completed application submitted by January 16, 2004 (ARC I) or May 14, 2004 (ARC II) which includes an essay, a resume, official transcripts for all for-credit college study, three letters of recommendation, evidence of a

passing score on Praxis I PPST or an official waiver issued by the Connecticut State Department of Education, ACTFL-OPI results if applicable, and a $50.00 application fee.

NOTE: In certain cases, the requirement for grade point average and/or experience may be waived for applicants of outstanding potential. Please see "Waivers" on pages 10-11 for more details.

Persons certified temporarily under Section 10-66dd (charter school legislation) are urged to apply to ARC by its application deadline and must be recommended by their charter school.

If you have applied to ARC within the last two years, you may reactivate your file by submitting a written request by the program's deadline with a non-refundable $30 fee. You will be notified of any other required materials.

The screening process involves a preliminary review of applications by program staff. This review determines program eligibility based on a transcript review, screening for the Praxis I PPST and other testing requirements, and completeness of the overall file. A postcard is sent to applicants indicating whether additional information is required.

The next step involves review by admission committees comprised of ARC faculty. Each subject area has its own committee which ranks candidates and interviews those applicants with outstanding credentials. Each committee then makes final recommendations for admission based on an applicant's academic strength and breadth of knowledge, work and life experience, teaching-related experience, communication skills and overall character disposition.

III. Certification Requirements for ARC Candidates

In addition to having at least a bachelor's degree and passing all mandated testing requirements, ARC candidates must meet the following coursework requirements prior to being considered for admission.

Secondary School Subjects, Grades 7-12

A subject area major in the appropriate area of study (mathematics, biology, earth science, physics, chemistry, English, history, political science, economics, geography, sociology or anthropology) OR 30 semester hours of credit in the subject or a closely related subject.

The following areas have specific requirements:

English candidates must present coursework in American and British or world literature and composition. No more than nine semester hours of credit in the related areas of drama/theatre, speech and/or mass communication may be applied toward the 30 credit hour requirement.

General Science candidates must present a total of 39 semester hours of credit including coursework in biology, chemistry, physics and earth science.

History/Social Studies candidates who have history majors must present a minimum of 18 semester hours of credit in history, including United States, western civilization or European history and non-western history (or a related area of study), in addition to at least one course in three additional social science subject areas (anthropology, economics, geography, political science or sociology).

History/Social Studies candidates who have social science majors (anthropology, economics, geography, political science or sociology) must present a minimum of 15 semester hours of credit in history, including United States, western civilization or European history and non-western history (or a related area of study), in addition to at least one course in a second area of social science.

NOTE: Psychology majors must present a total of 39 semester hours of interdisciplinary credit, including a minimum of 18 semester hours of credit in history, including United States, western civilization or European history and non-western history (or a related area of study), in addition to coursework in four additional social science subject areas (anthropology, economics, geography, political science or sociology).

Mathematics candidates must present coursework in calculus and statistics.

NOTE: Business (accounting/finance) majors must present a minimum of 21 semester hours of credit in mathematics, while a maximum of nine hours of related coursework (accounting, economics, finance, computers) can be applied toward the 30 credit hour requirement.

Middle School Subjects, Grades 4-8

A subject area major in the appropriate area of study (mathematics, biology, earth science, physics, chemistry, English, history, political science, economics, geography, sociology or anthropology) OR an interdisciplinary major in integrated sciences, humanities and history/social studies/psychology OR 24 semester hours of credit in a subject area major and 15 semester hours of credit in a second subject, including a second academic area, special education or related subject.

The following areas have specific requirements:

English candidates must present coursework in American literature and British or world literature and composition. No more than nine semester hours of credit in the related areas of drama/theatre, speech and/or mass communication may be applied toward the 24 credit hour requirement.

General Science candidates must present coursework in three of four sciences, including biology, chemistry, earth science and physics.

History/Social Studies candidates must present a minimum of 12 semester hours of credit in history, including United States, western civilization or European history and non-western history (or a related area of study), in addition to at least one course in two additional social science subject areas (anthropology, economics, geography, political science or sociology).

Mathematics candidates must present coursework in calculus and statistics.

NOTE: Business (accounting/finance) majors must present a minimum of 15 semester hours of credit in mathematics, while a maximum of nine hours of related coursework (accounting, economics, finance, computers) can be applied toward the 24 credit hour requirement.

Pre-K-12 Art, Family and Consumer Science, Music, Technology Education and World Languages

Candidates for these specialized areas of study must present a major in the subject area or a minimum of 30 semester hours of credit in the subject area.

The following are guidelines to help meet requirements in certain areas:

Art candidates may present a maximum of 12 semester hours of credit in related art mediums such as photography and/or graphic design.

Family and Consumer Science candidates may present coursework in fields related to culinary arts, nutritional science, early childhood education, family relations, textiles and fashion/interior design.

Music candidates must present a minimum of 30 semester hours of credit in music studies.

Technology Education candidates may present coursework in fields related to engineering, mathematics, the physical sciences, manufacturing, communication and information technologies.

World Language candidates may present a minimum of 24 semester hours of credit in their respective language(s) if the first course of study began at the intermediate level or 18 semester hours of credit if the first course of study began beyond the intermediate level. Candidates who have passed the Oral Proficiency Interview (OPI), an exam administered by the American Council on the Teaching of Foreign Languages (ACTFL), at the advanced-low score in their respective language also may qualify for this program, especially native speakers of languages other than English.

IV. Testing Requirements for Connecticut Certification

Praxis I Pre-Professional Skills Test

State law requires that all applicants to teacher preparation programs must pass a test of basic reading, writing and mathematical skills.* The Praxis I Pre-Professional Skills Test (PPST) assesses these essential skills and must be passed as part of the ARC admissions process. Individuals also may qualify for a waiver of the PPST exam based on the conditions outlined in "Waivers" on pages 10-11.

The PPST exam can be taken in either a computer or written format. ProMetric Learning Center, located in Hamden (203/287-9677), Norwalk (203/847-0031) and Glastonbury (860/633-7236), offers the computer-based test. The PPST also is offered in a computerized format in East Longmeadow, MA (413)525-4901; Cranston, RI (401)942-8552; and White Plains, NY (914)289-0437. You may call *toll-free* (800)853-6773 to schedule an appointment at any site.

The computerized version of the PPST is available six days a week at these sites. ARC candidates are responsible for making arrangements to take the exams prior to ARC application deadlines and must have their results forwarded both to the ARC Program (reporting code 3007) and to the Connecticut State Department of Education (reporting code 7050). All three exams may be taken at once or scheduled at different times. There is a waiting period of 60 days to retake any portion of the exam that is not passed.

The PPST exam is available in a written format on six dates throughout the academic year. Registration for the written exam may be done online at **www.ets.org/praxis/index.html** or by completing the registration application that accompanies the "Praxis Series Registration Bulletin." Request this bulletin by contacting the Educational Testing Service (ETS) at (609)771-7395 or praxis@ets.org. Bulletins also are available from the ARC Office.

The score range for each Praxis I exam is 100-200. Passing scores are 171 for mathematics, 172 for reading and 171 for writing.

* NOTE: a passing score on the CONNCEPT exam or a CONNCEPT waiver granted prior to January 1, 1995 is a valid fulfillment of this requirement. Passing scores on the Praxis I CBT exam taken prior to December 31, 2001 also are accepted in lieu of the PPST.

Preparation for the Praxis I PPST Examination

You may prepare for the Praxis I PPST exam in various ways. Some helpful resources are:

- A free "Test-At-A-Glance" booklet which can be downloaded from the ETS website at http://www.ets.org/praxis/prxtest.html#ppst. Click on the test code for each PPST exam to access the study material.
- "LearningPlus" handbooks which include preparation for mathematics, reading and writing. These books are sold by ETS and can be purchased individually or as a set.
- Regional Education Service Centers offer computer tutorials for the Praxis I PPST exam for a nominal cost. For more information, contact one of these Centers:
  - Area Cooperative Education Services (ACES), 205 Skiff Street, Hamden, CT 06517-1095, (203)498-6842
  - Capital Region Education Council (CREC), 111 Charter Oak Avenue, Hartford, CT 06106, (860)524-4013
  - Eastern Connecticut Regional Educational Service Center (EASTCONN), Windham Mills, Building No. 1, Floor 3, 322 Main Street, Willimantic, CT 06226, (860)455-0707
  - Education Connection, 355 Goshen Road, PO Box 909, Litchfield, CT 06759-0909, (860)567-0863
  - LEARN, 44 Hatchetts Hill Road, Old Lyme, CT 06371, (860)434-4890, Ext. 44

Praxis II Subject Matter Examinations

Praxis II is one of Connecticut's subject matter tests and is designed to ensure that prospective teachers are knowledgeable in their fields. Connecticut uses the Educational Testing Services (ETS) Praxis II test as its content exam for certification applicants in art, biology, chemistry, earth science, English, general science, history/social studies, family and consumer science, mathematics, middle school academic subjects, music, physics and technology education. There are no waivers or substitute exams for Praxis II.

Some areas of certification require more than one exam. Please see the chart below to confirm what testing requirements exist for your area/areas of certification. (Candidates seeking certification in any world language are required to take the ACTFL Oral Proficiency Interview (OPI) and Writing Proficiency Test (WPT) described on page 10.)

Praxis II is administered six times during the academic year. ARC candidates are not recommended for certification until all Praxis II exams are passed. Although Praxis II results are not required as part of the admission process, it is strongly recommended that all required exams are taken and passed in a timely manner to assist with securing employment upon completion of the ARC Program.

To register online for the Praxis II exam(s), please visit www.ets.org/praxis/index.html.

You also may call (609)771-7395 to request a registration bulletin and a Praxis II registration form. This information also is available by calling the ARC Office at (860)947-1300 or the *toll-free* Education & Employment Information Center at (800)842-0229.

Praxis II Exams Required for ARC Certification Offerings

Subject Area/ Test Code	Test Name	Required Passing Score
Art Education, Pre-K-12		
20131	Art Making (Test takers are required to bring four photographs of their original artworks in two different media which cannot be returned.)	148
20132	Art Content, Traditions, Criticism & Aesthetics	130
10133	Art: Content Knowledge	157
Biology, 7-12		
20235	Biology: Content Knowledge	152
Chemistry, 7-12		
20245	Chemistry: Content Knowledge	151
30242	Chemistry: Content Essays	140
Earth Science, 7-12		
20571	Earth Science: Content Knowledge	157
English, 7-12		
10041	English Language, Literature & Composition: Content Knowledge	172
20042	English Language, Literature & Composition: Essays	160
French, K-12	No Praxis II – ACTFL OPI & WPT	
General Science, 7-12		
10435	General Science: Content Knowledge	157
30433	General Science: Content Essays	145
German, K-12	No Praxis II – ACTFL OPI & WPT	
Family and Consumer Science, Pre-K-12		
10120	Home Economics Education	630
Italian, K-12	No Praxis II – ACTFL OPI & WPT	
Mathematics, 7-12		
10061	Mathematics: Content Knowledge (graphing calculator required)	137

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Subject Area/ Test Code	Test Name	Required Passing Score
Middle Grades 4-8:		
10049	Middle School English/Language Arts	164
20069	Middle School Mathematics	158
10439	Middle School Science	162
20089	Middle School Social Studies	160
Music, Pre-K-12		
10113	Music: Content Knowledge (contains listening section)	153
30111	Music: Concepts & Processes	150
Physics, 7-12		
10265	Physics: Content Knowledge	141
30262	Physics: Content Essays	135
Social Studies, 7-12		
10081	Social Studies: Content Knowledge	162
Spanish, K-12	No Praxis II – ACTFL OPI & WPT	
Technology Education, Pre-K-12		
10050	Technology Education	640

Preparation for the Praxis II Examinations

You may prepare for the Praxis II exam in various ways. Some helpful resources are:

- "Test-At-A-Glance" booklets available at the ETS website, www.ets.org/praxis/prxtest.html. Click on the test code numbers adjacent to the exams. These booklets are free and provide sample test questions and test-taking strategies. For ARC certification areas, the following study guides are available:

Certification Area	Test-At-A-Glance Booklet
Art, Music	The Arts
English	English, Reading and Communication
History/Social Studies	Social Sciences
Mathematics	Mathematics
Middle Grades, 4-8	Middle School
Sciences	1. Biology and General Science OR 2. Physical Sciences (covers Chemistry, Earth Science and Physics)
Technology Education	Technology Education

- Individual study guides and kits available through ETS. These guides and kits include full-length sample tests, test-taking strategies, explanations of correct answers to each question and scoring keys and instructions. You can practice taking a real test! Kits also include a free copy of *General Information and Study Tips*. To order, call *toll-free* (800)537-3161, Monday-Friday, 8:00 a.m. to 8:00 p.m. EST; Saturday, 9:00 a.m. to 4:45 p.m. EST. You also may order online at http://www.ets.org/store.html.

  The following materials may be purchased to assist with exam preparation. A guide is not available for each exam.

  A Guide to the Biology and General Science Specialty Area Test (0030)

  A Guide to the English Language and Literature Specialty Area Test (0040)

  A Guide to the Mathematics Specialty Area Test (0060)

  General Information and Study Tips for Praxis II: Subject Assessments

  Mathematics Test Prep Kit (0061, 0063, 0064, 0065)

- Study guides also may be purchased at larger bookstores which carry preparation guides for standardized tests. A helpful guide is the "*Praxis II – NTE Core Battery and Specialty Area Tests*" booklet published by the Research and Education Association. This booklet provides test-taking strategies and sample tests for 18 subject areas. The ISBN number for this book is 0-87891-851-5. Many other guides are available at college libraries on campuses that offer teacher preparation programs.
- Remember to focus on your subject matter. Review college textbooks and other materials related to your field of study.

ACTFL Language Testing

The Connecticut State Department of Education uses exams administered by the American Council on the Teaching of Foreign Languages (ACTFL) to evaluate the proficiencies of world language candidates (OPI and the Writing Proficiency Test or WPT). The OPI is offered in 37 languages while the WPT is offered in nine. A list of available exams may be accessed at www.languagetesting.com.

OPI assesses a candidate's functional *speaking* ability. It takes the form of a carefully structured conversation between a trained and certified interviewer and the person whose speaking proficiency is being assessed. The interview is interactive and continuously adapts to the speaking ability of the person being tested. It is a face-to-face or telephone interview which lasts 10 to 30 minutes.

If the OPI is taken to meet ARC's entrance requirements for a world language, a minimum score of "advanced-low" is required. This score will provide world language candidates who are native speakers or fluent in a second language the equivalent of 24 semester hours of academic credit, in cases of credit deficiencies. If the OPI is taken to satisfy the certification requirements for a world language, a minimum score of "intermediate high" is required.

WPT assesses a candidate's functional *writing* ability. It requires the examinee to read prompts in English and compose written responses in the target language without the aid of dictionaries or grammar references. The WPT takes the form of a carefully constructed assessment with four requests for written responses dealing with practical, social and professional topics that are encountered in informal and formal contexts. The examinee is given 90 minutes to read the directions and complete the test. A minimum score of "intermediate high" is required to meet Connecticut certification requirements.

Candidates pursuing certification in any world language – such as German, French, Italian and Spanish – must take and pass both the OPI and the WPT.

If the OPI is needed to meet ARC's entrance requirements, it must be taken and passed by the application deadline. Registration for the ACTFL exams is done through Language Testing International by phone (914)948-5100 or online at www.languagetesting.com.

V. Waivers

ARC applicants may petition for waivers of the following three requirements:

- GPA Requirement
- Experience with Young People
- Praxis I Pre-Professional Skills Test (PPST)

All information regarding waivers must be on file with the ARC Office by the application deadline. For more information, call ARC at (860)947-1300 or the *toll-free* Education & Employment Information Center at (800)842-0229.

1. GPA Requirement

The minimum requirement for ARC at the undergraduate level is a 3.00. If you have successfully completed 24 semester hours or more of graduate study with a cumulative GPA of 3.00 or better, a waiver for the undergraduate GPA requirement is automatically granted. However, applicants with an undergraduate GPA less than 3.00 who have earned less than 24 semester hours of graduate study must submit a one-page statement with their application requesting a waiver of the GPA requirement.

This statement must include a brief but detailed account of any limitations or extenuating circumstances which may have hindered academic performance at the undergraduate level and why, at this stage, you feel you are qualified to teach your intended subject matter. It also must briefly describe any experiences since obtaining a bachelor's degree that have created personal aspirations to become a teacher.

Applicants with an undergraduate GPA of less than 2.67 must have compelling reasons for a waiver to be granted by the Commissioner of Education.

2. Experience with Young People

If you do not have relevant experience with young persons such as substitute teaching, coaching, volunteer experience with Big Brother/Big Sister, etc., you must submit a one-page essay requesting a waiver of this requirement with your application. This waiver request should describe your commitment to educating youth and explain why you feel you will be an exceptional role model for youth.

3. Praxis I Pre-Professional Skills Test (PPST)

A waiver is an alternative to taking and passing the essential skills test. Waiver information and applications appear on pages B1-B9 of this catalog. A waiver may be granted by furnishing official[1] proof of having met one of the following:

SAT Waiver: A total[2] score of 1,000 on the SAT, with neither the mathematics nor the verbal subtest scores below 400 points from any test administration on or prior to March 31, 1995, or a combined score of 1,100 or more with no less than 450 on either the verbal or the mathematics subtests from test administrations on or after April 1, 1995.

OR

ACT Waiver: No less than 22 on the English subtest and no less than 19 on the mathematics subtest on the American College Testing (ACT) program assessment from test administrations on or after October 1989, or the equivalent ACT scores of no less than 20 on the English and 17 on the mathematics, from test administrations prior to October 1989.

OR

PAA Waiver: A total score on the Prueba de Aptitud Academica (PAA) equivalent[3] to a combined score of 1,000 on the SAT with neither the mathematics nor the verbal subtest score below the equivalent of 400 points. In addition, a minimum score of 510 on the English as a Second Language Achievement Test (ESLAT) or the Test of English as a Foreign Language (TOEFL).

[1] Official SAT, ACT and PAA scores are those scores sent directly to ETS from the respective testing company. Test scores forwarded to the Connecticut State Department of Education from candidates are not accepted. Please note that ETS is acting on behalf of the Connecticut State Department of Education to process waiver applications.

[2] If you have taken the SAT on more than one occasion, your highest verbal score and your highest mathematics scores will be combined.

[3] Equivalent scores are based on the equivalency table developed by William C. Angoff and Linda L. Cook, reported in Angoff, W.C. and Cook, L.L. (1988) "Equating the Scales of the Spanish-Language Prueba de Aptitude Academica and the English-Language Scholastic Aptitude Test of the College Entrance Examination Board." Princeton, N.J.: Educational Testing Service. This equivalency table appears on page B11 of this catalog.

VI. Foreign Credential Review

If you have completed any collegiate education outside of the United States, your credentials must be evaluated by an agency approved by the Connecticut State Department of Education and you must meet current certification requirements. To apply to ARC, you must provide a detailed course-by-course evaluation of your foreign credentials from Education Credential Evaluators (ECE), PO Box 514070, Milwaukee, WI 53203-3470, (414)289-3400, www.ece.org.

Request an application for a transcript evaluation. When completing the application, request the "Course-by-Course Evaluation Report." On the application form, direct that one copy of your evaluation be mailed directly to the ARC Program. ARC must receive an official copy directly from ECE.

The Connecticut State Department of Education also accepts transcript evaluations from the Center for Educational Documentation, PO Box 326, Boston, MA 02130, (617)522-4738; and from World Education Services, PO Box 745, Old Chelsea Station, New York, NY 10113, (212)966-6311 or *toll-free* (800)937-3895.

VII. Certification Post-ARC

Upon completing the ARC Program, you will receive a Record of Completion. This credential qualifies you for certification in any Connecticut public school pending the successful completion of the Praxis II or ACTFL exam(s) and upon the recommendation of your employing superintendent. Once employed, you may apply for a Temporary 90-Day Certificate from the Connecticut State Department of Education. This certificate will be granted only in your ARC area of study and if all certification requirements have been met. At the end of 90 days, you are eligible to receive an Initial Educator Certificate.

Special supervision and follow-up instruction are provided during your first two years of teaching. In addition, the Connecticut State Department of Education will assign you a mentor through its Beginning Educator Support and Training (BEST) program.

ARC does not find or guarantee teaching positions for its graduates. You may wish to explore teacher vacancies before applying. We do, however, help students with job searches and provide mentoring, support, professional development seminars, and on-line resources.

VIII. Program Costs & Financial Assistance

Tuition for the ARC Program is $3,100, subject to modest increases. Textbooks and supplies are about $500. A non-refundable $50 application fee (or a $30 fee to re-activate an existing file) also is charged.

Financial aid, in the form of partial tuition waivers, is available based on documented need. If you lack the financial resources to cover the costs of the ARC Program, and are not eligible for a loan or other forms of assistance, you may submit a request for financial assistance with your ARC application. This request must be made at the time of application. Admission and assistance decisions are made independently of each other; a request for assistance has no bearing on your application for admission.

To apply for financial assistance, include the following information with your completed application by January 16, 2004 for ARC I or May 14, 2004 for ARC II:

- a list of your current debts and assets,
- a letter stating your reasons for applying for financial assistance, and
- a copy of your 2003 tax return, which is due by March 30, 2004.

ARC also is approved for federal Veterans Education Benefits. Candidates eligible for this type of assistance should contact their regional veterans facilitator to determine if their benefits include tuition reimbursement for the ARC Program.

VIII. Key Dates

ARC I - 2004

January 10, 2004	Praxis II Administration Date (registration deadline is 12/09/03)
January 16	Application deadline for the 2004 summer program. All Praxis I PPST and ACTFL OPI examinations (if applicable) must be passed by this date to be considered for the summer session.
March 6	Praxis II Administration Date (registration deadline is 2/03/04)
April 16	ARC I Admissions Notices Mailed
April 17	Praxis II Administration Date (registration deadline is 3/16/04)
May 1	ARC I Student Orientation
May 22	Job Fair for ARC Students
June 9 - August 6	ARC Summer Session
June 12	Praxis II Administration Date (registration deadline is 5/11/04)
July 5 - July 30	Student Teaching Period

ARC II - 2004-05

See Praxis II Administration Dates Listed Above

May 14, 2004	Application deadline for the 2004-05 weekend program. All Praxis I PPST and ACTFL OPI examinations (if applicable) must be passed by this date to be considered for the weekend session.
August 11	ARC II Admissions Notices Mailed
September 17	ARC II Student Orientation
October 15 - April 30, 2005	ARC II Session
February 28 - April 1, 2005	Student Teaching Period

IX. Helpful Resources & Contact Information

Information about the ARC Program:

Alternate Route to Certification, Department of Higher Education, 61 Woodland Street, Hartford, CT 06105-2326, (860)947-1300, www.ctdhe.org. Email inquiries may be addressed to arc@ctdhe.org.

Education & Employment Information Center, Department of Higher Education, 61 Woodland Street, Hartford, CT 06105-2326, *toll-free* (800)842-0229, www.ctdhe.org. Email inquiries may be addressed to eeic@ctdhe.org.

Information about Connecticut teaching vacancies:

Connecticut Education Association (CEA) –www.cea.org

Connecticut Regional Education Alliance Program (CTREAP) – www.ctreap.net

Information about teacher certification and other teacher preparation programs in Connecticut:

Bureau of Certification and Professional Development, Connecticut State Department of Education, P. O. Box 150471 - Room 243, Hartford, Connecticut 06115-0471, Telephone: (860)713-6969, Fax: (860)713-7017. Email inquiries may be addressed to teacher.cert@po.state.ct.us. Responses to emails may take two weeks due to the volume of email the Bureau receives.

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The Alternate Route to Certification

ARC Application

ALTERNATE ROUTE TO CERTIFICATION
Application for Admission to ARC I & ARC II

Instructions

Please read the previous section, "The ARC Program," and these instructions before completing this application.

Applications must be filed complete under one cover and be postmarked no later than **January 16, 2004 for ARC I and May 14, 2004 for ARC II.** Applications postmarked after these dates will not be considered. Mail your completed application to: **Admissions, Alternate Route to Certification, Department of Higher Education, 61 Woodland Street, Hartford, CT 06105-2326** (860/947-1300 or *toll-free* 800/842-0229). Your completed application must include:

1. An Application for Admission (see pages A3-A7), typed or printed.
2. A current resume.
3. Three sealed letters of recommendation (see pages A9-A14), using the forms provided.
4. Praxis I PPST scores or a waiver (see *Testing Requirements* below).
5. Proof that you have requested official transcripts from all institutions (see *Transcripts & Coursework* on the next page). All official transcripts must be submitted by the collegiate institution(s) in a sealed envelope, and received by the Alternate Route Office no later than two weeks after the application deadline.
6. A $50.00 non-refundable application fee (check or money order with applicant's name and address) made payable to "Alternate Route to Certification."

All students admitted to the program must present proof of registration for the appropriate Praxis II examination prior to registering for the summer program.

Additional information is required if you:

- have less than a "B" grade point average (3.00 on a 4.00 scale) in your undergraduate studies or in a minimum of 24 semester hours of graduate study (see *Waivers* on the next page).
- do not have significant experience working with young people (see *Waivers* on the next page).
- plan to apply for financial aid (see page A15).

Testing Requirements

Praxis I PPST: State law requires that all applicants to teacher preparation programs must pass a test of basic reading, writing and mathematical skills (Praxis I PPST) or qualify for a Praxis I PPST waiver **before admission.**

Important Notice: A passing score on the CONNCEPT exam or a CONNCEPT waiver granted prior to January 1, 1995, or passing scores on the Praxis I CBT exam prior to December 31, 2001, are valid fulfillments of this requirement. If needed, Praxis I must be passed by January 16, 2004 for ARC I or May 14, 2004 for ARC II.

Praxis II: Passing Praxis II, a subject matter exam for which there are no waivers, is required for completion of the ARC Program and for certification. Connecticut uses the Educational Testing Services (ETS) Praxis II Subject Assessment as its content exam for certification applicants in the fields of art, biology, chemistry, earth science, general science, physics, English, mathematics, music and social studies. Prospective middle school (grades 4-8) teachers must take the the middle school subject Praxis exam(s) in the area(s) in which they are seeking certification, including English, mathematics, science and social studies. Information and registration materials on Praxis I PPST and Praxis II are available from the Connecticut State Department of Education (860)713-6969 and the ARC Office. Registration Bulletins and Information Booklets for Praxis I PPST and Praxis II also may be obtained by calling Educational Testing Services at (609)771-7395.

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ACTFL: The American Council on the Teaching of Foreign Languages administers the Oral Proficiency Interview (OPI), and the Writing Proficiency Test (WPT), required of world language candidates. Please see pages 11-12 in the first section of this catalog for more information.

Transcripts & Coursework

Official transcripts bear the institutional seal and/or signature of the registrar. Official transcripts documenting all **for-credit** undergraduate and graduate study are to be sent directly to the Alternate Route Office. Include proof of transcript requests with your application (e.g. a photocopy of your letter of request, an institutional request form or your transmittal fee payment).

If you have completed for-credit postsecondary studies outside of the United States, your academic records must be reviewed by an agency approved for such purposes. Have official transcripts sent to: Education Credential Evaluators, P.O. Box 92970, Milwaukee, WI 53202-0970. Call (414)289-3400 to request an application for a transcript evaluation. When completing the application, request the "Course-by-Course Evaluation Report."

Many applicants have additional studies beyond their degree programs (e.g. language or computer proficiency, personal enrichment). Copies of completion certificates may be included with this application.

Waivers

In unusual cases, when other aspects of an applicant's credentials are particularly strong, a waiver of the grade point or experience requirement may be granted. To request either type of waiver, you must include a one-page written justification with your application which provides specific details supporting your request for a waiver. Each waiver must be filed as a separate request. For more information, please see pages 10-11 in the first section of this catalog.

The Department of Higher Education admits persons of any race, color, creed, sex, national or ethnic origin, or disability to all the rights, privileges, programs and activities generally accorded or made available to students in the Alternate Route to Certification.

ALTERNATE ROUTE TO CERTIFICATION
Application for Admission

Part I: Personal Data

Legal Name _____ / _____ / _____
Last First Middle

Maiden Name or Other Names Used _____

Social Security No. _____ / _____ / _____

Current Mailing Address (for all admissions correspondence)

_____
Street Apt. No.

_____
City State Zip Code

Permanent Address (if different from Current Address)

_____
Street Apt. No.

_____
City State Zip Code

Home Telephone ( ) _____ Best Time to Reach _____
Business Telephone ( ) _____ Best Time to Reach _____
Email Address _____

Are you a U.S. citizen? _____Yes _____No
If no, state your Permanent Residence Identification No. _____
What is your first language if other than English? _____

Have you ever been convicted of any crime, excluding minor traffic violations, or dismissed for cause from a position in a public or private school or child care facility, or had a teaching credential revoked or annulled in any state, territory or foreign country? _____Yes _____No If yes, please explain in an accompanying letter.

Program of Choice (select one): _____ARC I (full-time summer) _____ ARC II (part-time weekends)

Indicate which area in which teaching certification is desired and for which coursework requirements are fulfilled.
You may select up to two preferences. Mark your first choice "1," your second, "2."

Middle Grades (4-8):	_____English	_____Mathematics	_____General Science	_____Social Studies
Secondary (7-12):	_____English	_____Mathematics	_____Science*	_____Social Studies
Comprehensive (Pre-K-12):	_____Art	_____Music	_____World Languages	_____K-6 Bilingual Education**
	_____Technology Education		_____Family & Consumer Science	

**(Biology, Chemistry, Earth Science, Physics, General Science)*
***pending legislative approval*

Check where applicable: Test Date

_____I have taken and passed Praxis I PPST. ___/___/___
_____I have registered for Praxis I PPST. ___/___/___
_____I have applied for a Praxis I PPST waiver.
_____I have registered for Praxis II. ___/___/___
_____I have taken and passed Praxis II.
_____I have registered for ACTFL OPI and/or WPT. ___/___/___
_____I have taken and passed ACTFL OPI and/or WPT.
_____I am petitioning for a waiver of the grade point requirement.
_____I am petitioning for a waiver of the experience with young people requirement.
_____I am applying for financial aid.

TEAR OUT HERE

Applicant's Name_____

Alternate Route to Certification
APPLICATION FOR ADMISSION (Continued)

Optional
This information is requested for statistical purposes and planning for appropriate facilities and/or support if you have special needs or a disability.

Date of Birth_____/_____/_____ Sex_____M_____F

Check one: ____Native American ____Asian American
____African American ____Hispanic/Latino
____White (not Hispanic) ____Other (specify)

Special Needs/Disability_____

Part II: Academic Information

Undergraduate Experience (**For-credit** study only)

School_____

Dates Attended_____(Mo./Yr.) to_____(Mo./Yr.)

Major _____ Degree _____

School_____

Dates Attended_____(Mo./Yr.) to_____(Mo./Yr.)

Major _____ Degree _____

School_____

Dates Attended_____(Mo./Yr.) to_____(Mo./Yr.)

Major _____ Degree _____

Graduate School Experience (**For-credit** study only)

School_____

Dates Attended_____(Mo./Yr.) to_____(Mo./Yr.)

Course of Study _____ Degree _____

School_____

Dates Attended_____(Mo./Yr.) to_____(Mo./Yr.)

Course of Study _____ Degree _____

School_____

Dates Attended_____(Mo./Yr.) to_____(Mo./Yr.)

Course of Study _____ Degree _____

TEAR OUT HERE

Applicant's Name_____

Alternate Route to Certification

APPLICATION FOR ADMISSION (Continued)

Additional Study

(**Non-credit** or special studies within the previous programs)

School_____

Dates Attended_____ (Mo./Yr.) to _____ (Mo./Yr.)

Courses of Study_____

School_____

Dates Attended_____ (Mo./Yr.) to _____ (Mo./Yr.)

Courses of Study_____

School_____

Dates Attended_____ (Mo./Yr.) to _____ (Mo./Yr.)

Courses of Study_____

Academic Honors

List any scholastic distinctions or honors you have been awarded including offices held since high school.

_____

_____

_____

School & Community Activities

List the personal and community activities in which you have participated and which may contribute to your effectiveness as a teacher.

_____

_____

_____

Part III: Employment & Teaching-Related Experience

Work Experience

List, beginning with the present, your work experience since you obtained your bachelor's degree. Attach an additional page if necessary.

Place of Employment_____

Dates Employed_____ (Mo./Yr.) to_____ (Mo./Yr.) Job Title _____

Major Responsibility _____

Reason for leaving _____

Place of Employment_____

Dates Employed_____ (Mo./Yr.) to_____ (Mo./Yr.) Job Title _____

Major Responsibility _____

Reason for leaving _____

TEAR OUT HERE

Applicant's Name _____

Alternate Route to Certification
APPLICATION FOR ADMISSION (Continued)

Place of Employment _____

Dates Employed _____ (Mo./Yr.) to _____ (Mo./Yr.) Job Title _____

Major Responsibility _____

Reason for leaving _____

Teaching/Related Experience

List any teaching-related experiences you have had such as tutoring, religious instruction or teacher aide positions.

1. Agency & Address _____

_____

Type of Activity _____

Dates Employed _____ (Mo./Yr.) to _____ (Mo./Yr.)

2. Agency & Address _____

_____

Type of Activity _____

Dates Employed _____ (Mo./Yr.) to _____ (Mo./Yr.)

3. Agency & Address _____

_____

Type of Activity _____

Dates Employed _____ (Mo./Yr.) to _____ (Mo./Yr.)

Experience Working with Young People

List such service as scouting, Big Brothers/Big Sisters, etc.

1. Agency & Address _____

_____

Type of Activity _____

Dates Employed _____ (Mo./Yr.) to _____ (Mo./Yr.)

2. Agency & Address _____

_____

Type of Activity _____

Dates Employed _____ (Mo./Yr.) to _____ (Mo./Yr.)

3. Agency & Address _____

_____

Type of Activity _____

Dates Employed _____ (Mo./Yr.) to _____ (Mo./Yr.)

TEAR OUT HERE

Applicant's Name_____

Alternate Route to Certification
APPLICATION FOR ADMISSION (Continued)

Interviews
Interviews may be part of the admission process, either in person or over the telephone.

Part IV: Personal Statement

On the back of this page, please type your response to these questions:

Why do you want to become a teacher? What strengths and skills do you bring to teaching?

Only information on the reverse side of this page will be read. You are strongly urged to draft your responses before typing them on this page.

I certify that all items on this application and submitted with this application are correct and complete. I understand that incomplete information, or the withholding of information or incorrect information, may disqualify me for admission to the Alternate Route to Certification. I understand that my application is to be submitted COMPLETE, including the application completed by myself and letters of reference. By signing this, I also grant my permission to contact any agency or employer, except current employer, listed in Part III of this application.

_____ _____

Signature Date

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ALTERNATE ROUTE TO CERTIFICATION
Reference Form

This form must be used for providing a letter of reference. It should be placed in a sealed envelope with the referee's signature across the seal. Please give your referee a self-addressed envelope. All three letters of recommendation should be submitted with your application. Referees should be familiar with your professional qualifications and potential as a teacher. They should not be family members.

Applicant: Complete the section at the top of the reverse side (please type or print). Also be sure to place your name at the top of the reverse side.

Optional: **(This waiver is not required as a condition for admission to or receipt of financial aid or any other services and benefits of the Alternate Route to Certification Program.)** All rights of access to this letter of recommendation conferred by the Family Educational Rights and Privacy Act of 1974 (P.L. 93-380) as amended, or otherwise, are hereby voluntarily waived. **I understand that signing this waiver prevents me from seeing or using this reference.**

Applicant Name _____
(type or print)

Applicant Signature _____

Referee: Submit statement on reverse side (please type or print).

Note: This letter may be seen by the applicant unless the above waiver is signed.

The candidate named above is making application to the Alternate Route to Certification Program conducted by the Connecticut Department of Higher Education. We are seeking further information regarding the candidate's intellectual competence, emotional stability, enthusiasm for education and interest in teaching as a profession. Please include information concerning his or her strengths and weaknesses. Note, in particular, those qualities which may indicate an aptitude for teaching.

Please complete and sign this form on the reverse side. Enclose this letter of recommendation in the envelope provided, seal it, sign your name across the seal, and return it to the candidate. Thank you.

TEAR OUT HERE

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Name of Applicant _____

Name of Referee _____

Title _____

Institution/Organization _____

Address _____

Telephone ( ) _____

Referee Signature _____ Date _____

TEAR OUT HERE

ALTERNATE ROUTE TO CERTIFICATION
Reference Form

This form must be used for providing a letter of reference. It should be placed in a sealed envelope with the referee's signature across the seal. Please give your referee a self-addressed envelope. All three letters of recommendation should be submitted with your application. Referees should be familiar with your professional qualifications and potential as a teacher. They should not be family members.

Applicant: Complete the section at the top of the reverse side (please type or print). Also be sure to place your name at the top of the reverse side.

Optional: **(This waiver is not required as a condition for admission to or receipt of financial aid or any other services and benefits of the Alternate Route to Certification Program.)** All rights of access to this letter of recommendation conferred by the Family Educational Rights and Privacy Act of 1974 (P.L. 93-380) as amended, or otherwise, are hereby voluntarily waived. **I understand that signing this waiver prevents me from seeing or using this reference.**

Applicant Name _____
(type or print)

Applicant Signature _____

Referee: Submit statement on reverse side (please type or print).

Note: This letter may be seen by the applicant unless the above waiver is signed.

The candidate named above is making application to the Alternate Route to Certification Program conducted by the Connecticut Department of Higher Education. We are seeking further information regarding the candidate's intellectual competence, emotional stability, enthusiasm for education and interest in teaching as a profession. Please include information concerning his or her strengths and weaknesses. Note, in particular, those qualities which may indicate an aptitude for teaching.

Please complete and sign this form on the reverse side. Enclose this letter of recommendation in the envelope provided, seal it, sign your name across the seal, and return it to the candidate. Thank you.

BEST COPY AVAILABLE

Name of Applicant _____

Name of Referee _____

Title _____

Institution/Organization _____

Address _____

Telephone ( ) _____

Referee Signature _____ Date _____

TEAR OUT HERE

ALTERNATE ROUTE TO CERTIFICATION
Reference Form

This form must be used for providing a letter of reference. It should be placed in a sealed envelope with the referee's signature across the seal. Please give your referee a self-addressed envelope. All three letters of recommendation should be submitted with your application. Referees should be familiar with your professional qualifications and potential as a teacher. They should not be family members.

Applicant: Complete the section at the top of the reverse side (please type or print). Also be sure to place your name at the top of the reverse side.

Optional: **(This waiver is not required as a condition for admission to or receipt of financial aid or any other services and benefits of the Alternate Route to Certification Program.)** All rights of access to this letter of recommendation conferred by the Family Educational Rights and Privacy Act of 1974 (P.L. 93-380) as amended, or otherwise, are hereby voluntarily waived. **I understand that signing this waiver prevents me from seeing or using this reference.**

Applicant Name _____
(type or print)

Applicant Signature _____

Referee: Submit statement on reverse side (please type or print).

Note: This letter may be seen by the applicant unless the above waiver is signed.

The candidate named above is making application to the Alternate Route to Certification Program conducted by the Connecticut Department of Higher Education. We are seeking further information regarding the candidate's intellectual competence, emotional stability, enthusiasm for education and interest in teaching as a profession. Please include information concerning his or her strengths and weaknesses. Note, in particular, those qualities which may indicate an aptitude for teaching.

Please complete and sign this form on the reverse side. Enclose this letter of recommendation in the envelope provided, seal it, sign your name across the seal, and return it to the candidate. Thank you.

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TEAR OUT HERE

Name of Applicant _____

Name of Referee _____

Title _____

Institution/Organization _____

Address _____

Telephone ( ) _____

Referee Signature _____ Date _____

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ALTERNATE ROUTE TO CERTIFICATION
Request for Financial Assistance

Financial assistance — in the form of partial tuition waivers — is available to Alternate Route students based on demonstrated need.

If you are without the resources needed to meet the expense of the Alternate Route Program, and are not eligible for a loan, you should apply for financial assistance from the Alternate Route Program.

Your request for financial assistance must be included with your application. Admission and assistance decisions are made independently of each other. A request for assistance has no adverse effect on your application for admission.

To apply for financial assistance, include the following information with your completed application by January 16, 2004 for ARC I or May 14, 2004 for ARC II:

- a list of your current debts and assets,
- a letter stating your reasons for applying for financial assistance, and
- a copy of your 2003 tax return (include all pages and schedules), which is due by March 30, 2004.

A limited number of waivers will be awarded to qualified applicants who do not have the resources to meet ARC Program costs.

Qualified Alternate Route candidates also are eligible for Veterans Education Benefits. Alternate Route candidates are *not* eligible for Stafford Loans.

The Alternate Route to Certification

Praxis I Waiver Application

ALTERNATE ROUTE TO CERTIFICATION
Connecticut Academic Skills Assessment Waiver Application

A waiver is an alternative to taking and passing the academic skills tests required by the State of Connecticut for prospective educators. This information is provided to those who are interested in and meet the criteria to waive the academic skills test requirement.

Who Must Meet the Academic Skills Requirement?

Individuals seeking formal admission to a Connecticut college or university education program or seeking certification in Connecticut must fulfill the academic skills requirement by taking and passing all three PRAXIS I: Academic Skills Assessments in Reading, Writing and Mathematics, or by fulfilling one of the waiver options listed below:

A waiver may be granted by furnishing official* proof of having met one of the following:

SAT Waiver: A combined score of 1,000 or more on the SAT** with neither the mathematics nor the verbal subtest scores below 400 points from any test administration on or prior to March 31, 1995, or a combined score of 1,100 or more with no less than 400 (450 effective July 1, 2003) on either the verbal or mathematics subtests from test administrations on or after April 1, 1995; or

ACT Waiver: Scores no less than 22 on the English subtest and no less than 19 on the mathematics subtest on the American College Testing (ACT) program assessment from test administration on or after October 1989, or equivalent ACT scores of no less than 20 on the English and 17 on the mathematics, from test administration prior to October 1989; or

PAA Waiver: A total score on the Prueba de Aptitud Academica (PAA) equivalent (see page B11) to a combined score of 1,000 on the SAT with neither the mathematics nor the verbal subtest score below the equivalent of 400 points. In addition, a minimum score of 510 on the English as a Second Language Achievement Test (ESLAT) or the Test of English as a Foreign Language (TOEFL).

* Official SAT, ACT and PAA scores are those scores sent directly from the respective testing company. Test score reports forwarded to the Connecticut State Department of Education (CSDE) from candidates cannot be accepted.

** If you have taken the SAT on more than one occasion, your highest verbal score and your highest mathematics scores will be combined.

How to Apply for a Connecticut Academic Skills Assessment Waiver

1) Complete Form ED 192 Connecticut Academic Skills Assessment Waiver Application.

2) Mail completed form to the address below.

3) Have an OFFICIAL score report sent directly from the respective testing company (SAT, ACT, or PAA) to the Connecticut State Department of Education (CSDE). Test score reports forwarded to the CSDE from waiver candidates will not be accepted. Refer to pages B5-B9 for the appropriate request form.

If you have questions concerning the Connecticut academic skills assessment waiver, write, phone, fax or e-mail:

CONNECTICUT STATE DEPARTMENT OF EDUCATION
Bureau of Certification and Professional Development
Waiver Coordinator
P.O. Box 150471 – Room 243
Hartford, CT 06115-0471
Phone: (860)713-6969
Fax: (860)713-7017
e-mail: teacher.cert@po.state.ct.us
website: www.state.ct.us/sde

CONNECTICUT ACADEMIC SKILLS ASSESSMENT WAIVER APPLICATION

The Connecticut academic skills assessment waiver application will not be processed until this application and an OFFICIAL score report are received by the Bureau of Certification and Professional Development. (Official score reports must be mailed directly from the reporting agency to the Bureau of Certification and Professional Development. Scores sent by waiver candidates will not be accepted.)

PERSONAL INFORMATION (Print all information in black ink and in uppercase letters)

Last Name _____ First Name _____ MI _____

Gender (M/F) _____ Social Security Number _____ Birth Date (Month-Day-Year) _____

Street Address _____ Apt # _____

City _____ State _____ Zip Code _____

Former Last Name(s) _____

Bachelor's institution attending/attended _____

Race/Ethnicity (Optional)

☐ 1. Native American ☐ 2. Asian/Pacific Islander ☐ 3. Black ☐ 4. White ☐ 5. Hispanic

Phone (Home) _____ Phone (Work) _____

E-mail Address _____

Essential Skills Testing Requirement Waived Based Upon: (Check one)

☐ (SAT) Complete page B5 in order to have an official SAT score report sent to the Connecticut State Department of Education.

☐ (ACT) Complete page B7 in order to have an official ACT score report sent to the Connecticut State Department of Education.

☐ (PAA) Complete page B9 in order to have an official PAA score report sent to the Connecticut State Department of Education.

Mail this form to:
Connecticut State Department of Education
Bureau of Certification and Professional Development
Waiver Coordinator
P.O. Box 150471 - Room 243
Hartford, CT 06115-0471

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TEAR OUT HERE

College Board Code 3132

CONNECTICUT ACADEMIC SKILLS ASSESSMENT WAIVER APPLICATION
SCHOLASTIC APTITUDE TEST (SAT) SCORE REQUEST

This form should be completed and mailed to the College Board ONLY if you have a combined score of 1,000 or more on the SAT, with neither the mathematics nor the verbal subtest scores below 400 points from any test administration on or prior to March 31, 1995, or a combined score of 1,100 or more with no less than 400 (450 effective July 1, 2003) on either the verbal or mathematics subtests from test administrations on or after April 1, 1995.

I formally request that the College Board forward my SAT scores to the Connecticut State Department of Education, Bureau of Certification and Professional Development (3132). In order to process this request, I am enclosing the following amount in the form of a personal check or money order payable to The College Board.

By Mail:
Total Fee: $16.50 ($6.50 for each report plus $10 retrieval fee)

By Phone:
Total Fee: $26.50 ($6.50 for each report, $10 retrieval fee, plus $10 service fee)

By Phone: (Rush Reporting)
Total Fee: $36.50 ($6.50 for each report, $10 retrieval fee, plus $20 service fee)

Telephone Service – Call (609)771-7600, between 8:00 a.m. – 8:45 p.m., Monday – Friday, eastern time (8:00 a.m. – 5:45 p.m. summer hours). Payment must be made by MasterCard, VISA, or an American Express credit card.

PLEASE PRINT LEGIBLY, PROVIDE AS MUCH INFORMATION AS POSSIBLE
The following information will facilitate this request.

Social Security Number: _____

Name at time of testing: _____ Date of Birth: _____

Current Name (if different from above): _____ Gender: _____

Home Address when I took the SAT:

Street: _____

City/Town: _____ State: _____ Zip: _____

Current Mailing Address:

Street: _____ Phone Number: _____

City/Town: _____ State: _____ Zip: _____

Date/Location of administration for which score report is requested:

Month: _____ Year: _____ Location: _____

College/University currently attending (if applicable): _____

Signature: _____ Date: _____

Important: In order for the College Board to process this request, you must enclose the appropriate fee for each test date for which a score report is requested. Make personal check or money order payable to The College Board. Mail this SAT score request form with check or money order to:

College Board SAT Program
P.O. Box 6200, Princeton, NJ 08541-6200

TEAR OUT HERE

ACT Code 0625

CONNECTICUT ACADEMIC SKILLS ASSESSMENT WAIVER APPLICATION
AMERICAN COLLEGE TESTING (ACT) PROGRAM SCORE REQUEST

This form should be completed and mailed to ACT Records ONLY if you have scores of no less than 22 on the English subtest and no less than 19 on the mathematics subtest from test administrations on or after October 1989, or the equivalent ACT score of no less than 20 on the English and 17 on the mathematics, from test administration prior to October 1989.

I formally request that ACT Records forward my scores to the Connecticut State Department of Education, Bureau of Certification and Professional Development (0625). In order to process this request, I am enclosing the following amount in the form of a personal check or money order payable to ACT Records.

ARCHIVED SCORES – Your record is archived if you tested before September 1999.

☐ AR = Archived Regular Report is $17.00 per test date per report.

☐ AP = Archived Priority Report is $20.00 per test date per report.

If you tested after September 1999:

☐ R = Regular Report is $7.00 per test date per report.

☐ P = Priority Report is $10.00 per test date per report.

Telephone Express Service – Request up to eight priority reports by phone and pay $10 service fee for the phone call IN ADDITION TO the fee for each report. Payment must be made by MasterCard, VISA or electronic checking. Office hours are 8:30 a.m. – 4:30 p.m. central time, Monday – Friday. Phone (319)337-1313.

PLEASE PRINT LEGIBLY, PROVIDE AS MUCH INFORMATION AS POSSIBLE
The following information will facilitate this request.

Social Security Number:_____

Name at time of testing:_____ Date of Birth:_____

Current Name (if different from above): _____ Gender: _____

Current Mailing Address:

Street:_____ Phone Number: _____

City/Town:_____ State: _____Zip:_____

Date of administration for which score report is requested:

Month:_____ Year: _____

College/University currently attending (if applicable):_____

Signature:_____ Date:_____

Important: In order for ACT Records to process this request, you must enclose the appropriate fee for each test date for which a score report is requested. Make a personal check or money order payable to ACT Records. Mail this ACT score request form with check or money order to:

ACT Records
P.O. Box 451, Iowa City, IA 52243-0451

TEAR OUT HERE

CONNECTICUT ACADEMIC SKILLS ASSESSMENT WAIVER APPLICATION
PRUEBA de APTITUD ACADEMICA (PAA) SCORE REQUEST

This form should be completed and mailed to the College Board in Puerto Rico only if you received a total score on the PAA equivalent* to a score of 1,000 on the Scholastic Aptitude Test (SAT), with neither the mathematics nor the verbal subtest score below the equivalent of 400 points. Also, a minimum score of 510 on the English as a Second Language Achievement Test (ESLAT) or the Test of English as a Foreign Language (TOEFL) is required.

I formally request that the College Board, Puerto Rico Office, forward my PAA scores to the Connecticut State Department of Education, Bureau of Certification and Professional Development. In order to process this request, I am enclosing $8.00 in the form of a money order, cashier's check, or certified bank check.

PLEASE PRINT LEGIBLY, PROVIDE AS MUCH INFORMATION AS POSSIBLE
The following information will facilitate this request.

Social Security Number:_____

Name at time of testing:_____ Date of Birth:_____

Current Name (if different from above): _____ Gender: _____

Home Address when I took the PAA:

Street: _____

City/Town:_____ State: _____ Zip:_____

Current Mailing Address:

Street:_____ Phone Number: _____

City/Town:_____ State: _____ Zip:_____

Date/Location of administration for which score report is requested:

Month:_____ Year: _____ Location: _____

College/University currently attending (if applicable):_____

Signature:_____ Date:_____

*Refer to abbreviated equivalency Table 1 on page B11. Equivalent SAT scores are determined from an expanded table.

Important: In order for the College Board to process this request, you must enclose $8.00 in the form of a money order, cashier's check, or certified bank check payable to the College Board. Mail this PAA score request form with check or money order to:

Director
The College Board
Call Box 71101
General Post Office
San Juan, Puerto Rico
00936-1101

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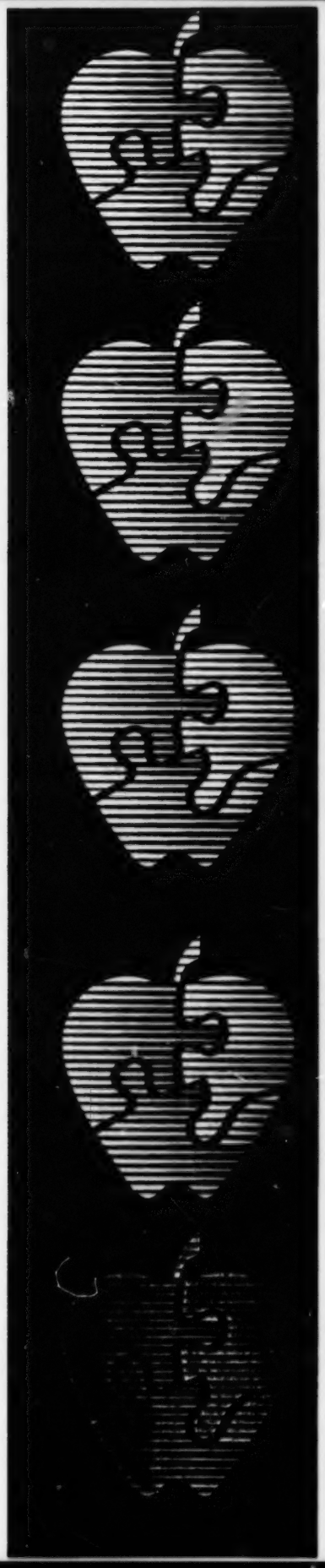
TABLE 1
Abbreviated Conversion Table Equating PAA Scaled Scores to SAT Scaled Scores

Verbal				Mathematical			
Equivalent PAA – Verbal Score	SAT – Verbal Score	Equivalent PAA – Verbal Score	SAT – Verbal Score	Equivalent PAA – Math Score	SAT – Math Score	Equivalent PAA – Math Score	SAT – Math Score
800	785	462	289	800	785	438	290
787	757	454	283	790	743	427	286
774	709	446	278	779	676	416	282
761	660	438	272	768	629	406	278
749	617	430	267	758	593	395	274
736	584	421	262	747	564	384	269
723	557	413	257	736	539	374	265
710	535	405	252	726	518	363	261
697	516	397	248	715	499	352	257
684	500	389	243	704	482	342	253
672	485	381	238	694	467	331	249
659	472	373	234	683	453	320	245
646	460	364	229	672	440	310	241
633	449	356	225	662	429	299	237
625	438	348	221	651	418	288	232
617	428	340	216	640	408	278	228
609	419	332	212	630	399	267	224
601	410	324	208	619	390	256	220
592	401	316	204	608	382	246	216
584	393	307	200	598	374	235	212
576	384	299	196	587	366	224	209
568	376	291	192	576	359	214	205
560	369	283	188	566	353	203	197
552	361	275	184	555	346	200	188
544	354	267	180	544	340		
535	347	259	176	534	334		
527	340	250	172	523	329		
519	333	242	168	512	323		
511	326	234	163	502	318		
503	319	226	158	491	313		
495	313	218	155	480	308		
487	307	210	152	470	303		
478	301	202	150	459	299		
470	295	200	148	448	295		

Note: The lowest score reported on both the PAA and SAT is 200.

Equivalent scores are based upon the equivalency table developed by William H. Angoff and Linda L. Cook, report in Angoff, W.H. and Cook, LL (1988).
"Equating the Scales of the Spanish-Language Prueba de Aptitud Acaemica and the English-Language Scholastic Aptitude Test of College Entrance Examination Board." Princeton, NJ: Educational Testing Service.



U.S. Department of Education
Office of Educational Research and Improvement (OERI)
National Library of Education (NLE)
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